Sunita Singh

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| **Objectives** |

To be part of a team of hi-caliber professionals in a progressive, transnational organization, thus sharpening my own professional skills, while at the same time, contributing my best to the overall development of the organization.

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| |  | | --- | | **Strengths:** |  * Ability to work effectively in a team environment. * Ability to manage priorities as well as to monitor work alone. * Perseverance towards any goal I aim for. * Willingness to learn new skills. * MS-Office (Excel, Word, power point). * Diploma in computer application.   **Education Qualification:**   |  |  |  |  | | --- | --- | --- | --- | | QUALIFICATION | INSTITUTION | BOARD/ UNIVERSITY | YEAR OF PASSING | | B.Com | Darrang College | Guwahati University | 2008 | | 12TH | National Institute of Open schooling. | Delhi Board. | 2005 | | 10th | Children Paradise School | Guwahati University | 2002 | |
| **Project Undertaken: college level**   * Centre of environmental education certificate. * Organization study at “Nokia Siemens PVT LTD” * Community work at “REDS.” * Dissertation project on topic- “Retirement plan of HDFC.”  |  | | --- | | **Personal details:** |  * Date of Birth – 12th June 1985 * Languages known - English, Hindi. * Current location – Reading  |  | | --- | | **Declaration:** |   I declare that all the above stated information is true and relevant documents of proof  would be submitted on request.    Sunita Singh |
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